



2016 HOLIDAY SCHEDULE

New Year's Day	Friday	January 1
Martin Luther King Day	Monday	January 18
Presidents' Day	Monday	February 15
Good Friday	Friday	March 25
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Columbus Day	Monday	October 10
Veterans' Day	Friday	November 11
Thanksgiving Day	Thursday	November 24
Day after Thanksgiving	Friday	November 25
Christmas Eve	Friday	December 23
Christmas Day	Monday	December 26
New Year's Day	Monday	January 2, 2017

1 Floating Holiday

Awarded on January 1 each year, to be observed at the discretion of the employee.

FLOATING HOLIDAY

The City of West Lafayette values diversity in our community as well as diversity, work-life balance, and employee satisfaction in our workplace. As such, in addition to the thirteen (13) established holidays approved by the Board of Public Works and Safety, one (1) floating holiday will be provided to eligible full-time and part-time employees per calendar year.

A *floating holiday* is defined as a holiday that provides an employee paid time off from work, given as a substitution for a public holiday not observed by the City and taken on a day chosen by the employee. The floating holiday can be chosen by the employee as per their preference, such as an employee's birthday or family member's birthday; a religious observance; to extend bereavement time; parent-teacher day; family reunion; or on another holiday that is not a scheduled holiday for the City.

Following are guidelines for administering the floating holiday:

- Eligible employees are awarded the floating holiday on January 1st of each year.
- A floating holiday not used during the calendar year will be forfeited.
- The floating holiday may be scheduled and taken on any regular work day, subject to advance scheduling and supervisory approval.
- It is permissible for an employee to combine a floating holiday with another holiday.
- As with City designated holidays, an employee with an unexcused absence either the day before or the day after a floating holiday will not receive holiday pay.
- When an employee terminates their employment with the City, his/her unused floating holiday will be paid out.